



WILLIAM PEACE UNIVERSITY
RN to BSN PROGRAM
STUDENT HANDBOOK
2022-2023

WILLIAM PEACE UNIVERSITY
RN to BSN PROGRAM
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William Peace University RN to BSN Program

PROGRAM DESCRIPTION

To achieve its mission, the RN to BSN program focuses on developing professionalism and leadership skills by engaging students in critical inquiry, ethical and cultural practice, and healthcare focused projects. The program will improve nurse's practice and ultimately patient outcomes and will provide nurses with a foundation for further career and academic advancement.

PROGRAM MISSION

The mission of the RN to BSN program at William Peace University is to advance the education of registered nurses by enhancing their leadership and critical inquiry skills to promote professional growth and development.

PROGRAM VISION

William Peace University's RN to BSN program will be recognized as a baccalaureate program of distinction in the greater Raleigh area.

PROGRAM GOALS

1. To provide exceptional support to prospective and current students in planning and implementing a plan to obtain their RN to BSN degree.
2. To increase the number of RNs with a BSN degree in the Raleigh and surrounding areas.
3. To foster professional development and life-long learning in students and graduates of the RN to BSN Program.

ACCREDITATION

The baccalaureate degree program in nursing at William Peace University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

RN to BSN PROGRAM PHILOSOPHY

The RN to BSN program derives its mission, vision, philosophy, and outcomes from William Peace University and the American Association of Colleges of Nursing Baccalaureate Essentials. Collectively these provide the overall organizing framework that serves as the structure for the nursing curriculum. The concepts emphasized in the nursing curriculum include person, community, leadership, culture, nursing, ethics, and inquiry.

Person

A person is a unique, physical, psychosocial, spiritual, cultural, and holistic being with value, dignity, and worth possessing the capacity for change, growth, and choices for which they bear responsibility. In our nursing philosophy we view the person as a comprehensive being and understand that they are in constant mutual interaction with their community and environment.

Community

Community encompasses the individual, family, group, or aggregate and their environment. We recognize that the health of the community is composed of varied elements (e.g., physical, economic, political, cultural, social and technological) and is integral to each person's quality of life. Our commitment is to positively impact our community and world.

Leadership

Leadership is the ability to move beyond perceived limitations of traditional thought and one's own view of the world. In our view leadership involves creativity and innovation of thought, demonstrating resilience and mental agility, engaging in life-long learning, and motivating others to explore and excel. These ideals are woven throughout the curriculum.

Culture

Culture includes knowledge, belief, art, law, morals, customs, and any additional competencies and habits acquired by a person, community, organization or group. Cultural practices and beliefs influence the health of individuals, families, and communities. Our philosophy of cultural awareness and competence requires recognition of the unique culture of each patient or community.

Nursing

We believe that nursing is an art and science that identifies, mobilizes, and develops strengths of the person or community through acquired skill, professionalism, knowledge, and competence supported by evidence-based practice. Nursing practice directs health promotion, maintenance, restoration, and palliative care. Nursing is enacted through use of communication, assessment, nursing interventions, evaluation, professional behavior, and systems management.

Ethics

Ethics is fundamental in nursing. Ethical nursing practice includes treating the person and community with dignity, integrity, and respect, and being accountable and responsible for decisions and actions. Ethical conduct maintains not only the integrity of the nursing profession, but also the person and community in which they live.

Inquiry

Inquiry is the process of seeking, developing, and applying knowledge. Inquiry is present throughout our curriculum as it facilitates personal and professional growth and development. Inquiry includes the nursing and scientific processes, critical thinking, a deliberate and systematic process of analysis and interpretation, inductive and deductive reasoning, drawing logical inferences, and evaluating and justifying conclusions.

In addition to the concepts listed above, the RN to BSN program emphasizes learning in the QSEN Pre-licensure Competency areas of Safety; Teamwork and Collaboration;

Patient-Centered Care; Evidence-Based Practice (EBP); Health Informatics; and Quality Improvement.

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Patient-Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Evidence-Based Practice (EBP): Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

QSEN Competency definitions obtained from: <https://qsen.org/competencies/pre-licensure-ksas/>

RN to BSN PROGRAM OUTCOMES

Student Outcomes

1. Integrate knowledge from a liberal education, the sciences, and nursing to address the health care of individuals, families, groups, communities, and populations. (WPU Concepts Person, Community; BSN Essential I; QSEN Competency Patient-Centered Care)
2. Apply current theories and principles of leadership, communication and collaboration to create a caring healthcare environment, deliver quality care, and improve healthcare outcomes. (WPU Concepts Nursing, Leadership; BSN Essentials II, V, VI; QSEN Competency Teamwork & Collaboration)
3. Apply principles of prevention, health promotion and cultural competence in providing care to individuals, families, groups, and communities. (WPU Concepts Person, Community, Culture; BSN Essentials VII; QSEN Competency Patient-Centered Care)
4. Engage in a systematic process of critical inquiry to make evidence-based practice decisions that improve the nursing care of individuals, families, groups, and communities. (WPU Concepts Person, Community, Culture, Nursing, Ethics, Inquiry; BSN Essential III; QSEN Competencies EBP, Quality Improvement, Patient-Centered Care)

5. Discuss use of technologies and information systems for their potential to enhance patient safety, facilitate the continuum of care, and improve patient outcomes. (WPU Concepts Person, Nursing; BSN Essential IV; QSEN Competencies Safety, Patient-Centered Care, Informatics)
6. Demonstrate a commitment to professionalism that embraces the core values of excellence, caring, ethical practice, civility, accountability, and life-long learning. (WPU Concepts Nursing, Leadership, Ethics; BSN Essential VIII, IX; QSEN Competencies Teamwork & Collaboration)

BSN Essentials (2008), American Association of Colleges of Nursing,
<https://www.aacnnursing.org/Education-Resources/AACN-Essentials>

Cronenwett, L., Sherwood, G., Barnsteiner, J. Disch, J. Johnson, J. Mitchell, P., Sullivan, D. T., & Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook Quality and Safety Education Article Special Issue*, 55(3), 122-131.
<https://doi.org/10.1016/j.outlook.2007.02.006>

Faculty Outcomes

1. Faculty members are qualified to teach the courses in the RN to BSN program.
2. Faculty members demonstrate teaching excellence and utilize effective teaching-learning practices in the RN to BSN program.
3. Full-time faculty members participate in service activities at the University.
4. Full-time faculty members participate in professional development.

Graduate Outcomes

1. Graduates will be satisfied with the RN to BSN program.
2. Graduates will be employed full-time in healthcare within 12 months of graduation.
3. Graduates will participate in professional development after completion of the program.

THE RN TO BSN PROGRAM ADHERES TO WILLIAM PEACE UNIVERSITY'S ACADEMIC AND STUDENT POLICIES

This document provides additional information specific to the RN to BSN program.

PROGRAM ADMINISTRATION

Dr. Erica Jastrow, MSN RN CNE

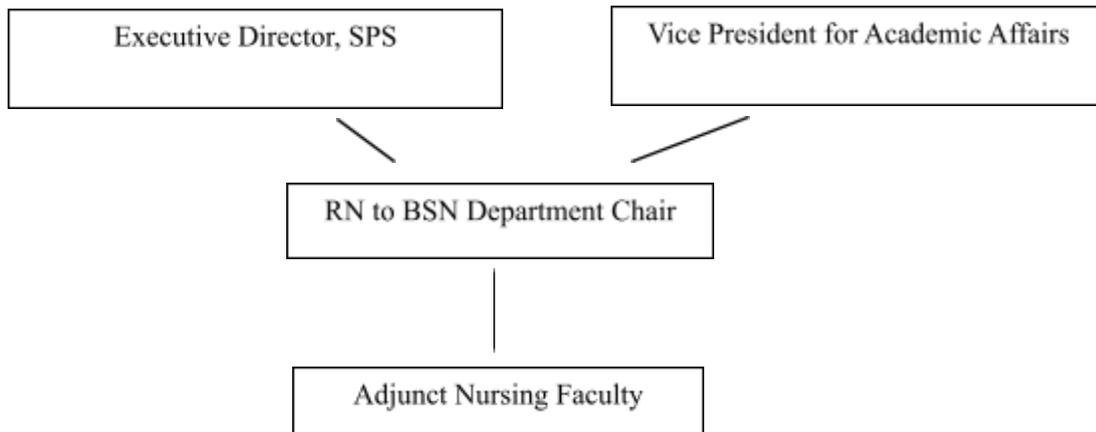
Assistant Professor of Nursing/RN to BSN Department Chair

Email: eljastrow@peace.edu

Phone: 919-508-2290

At WPU, the RN to BSN program is housed in the School of Professional Studies (SPS). An organizational chart for the program is shown below. The RN to BSN Department Chair, SPS Executive Director, and VPAA make up the Nursing Leadership Team.

RN to BSN Program Organizational Chart



RECRUITMENT POLICY/ADMISSION CRITERIA

The following is required for Admission to the RN to BSN program:

1. A current unrestricted North Carolina RN license or current unrestricted RN license in the state in which the student has residency.
2. Graduation from an Associate Degree Nursing program (or equivalent), with a grade of C or better in all nursing courses and a GPA of 2.0 or greater in the Associate Degree in Nursing (or equivalent degree).
3. Official transcripts sent from all colleges or universities attended.
4. Current or previous employment as an RN (new graduates must be employed before starting courses with a clinical component).

International students are not eligible for this program (working nurses who have legal permanent resident status are not considered international students).

ADMISSION/INQUIRIES/REGISTRATION

Prospective students can email mbsn@peace.edu for general inquiries and to determine eligibility. An unofficial transcript review can also be conducted by transcripts being sent to this email address. The Nursing Admissions Coordinator is also available to speak with prospective students.

Nursing Admissions Coordinator

Leslie Johnson, MSN RN

Email: lnjohnson@peace.edu

Office phone: 919-508-2055

ADMISSIONS POLICY

Students will be permitted three (3) admissions to the RN to BSN Program. An Admission will be defined as a student who begins the RN to BSN Program (either liberal/general education courses or Nursing courses) and then either withdraws from the program; does not earn a passing grade in a nursing course or earns an unsatisfactory grade in clinical while in the program; or stops participating in the program (not applicable if the student takes a break from the program and communicates the break to the Academic Success Coach). If a student needs more than three admissions, the student will request, in writing, an additional admission to the RN to BSN Department Chair. The Nursing Leadership Team will determine if the student can be granted an additional admission.

MOVING/RESIDENCE IN NORTH CAROLINA

Due to laws and rules governing nursing education practice and state laws governing education delivery in each state, it is the student's responsibility to inform the academic advisor/Department Chair immediately if he/she does not currently live in North Carolina or if he/she moves the actual place of residence (not necessarily the "legal residence") during the program. Depending on where a student lives, this may affect his/her ability to complete the RN to BSN program.

TRANSFER INFORMATION

Previous earned courses and degrees can impact the needed Liberal Education requirements. All students are required to meet the University requirement of 120 hours for graduation.

- Transfer courses require a grade of a "C-" or better to transfer.
- Students can transfer up to 90 Liberal Education credit hours from other institutions.
- Students may also take needed Liberal Education courses at William Peace University.

Students must complete a minimum of 30 credit hours at WPU to get a degree from WPU.

Students can transfer up to 10 credit hours of equivalent nursing courses from other RN to BSN programs.

Second Bachelor's degree students: Statistics, in addition to the WPU nursing courses, is the only requirement for students who have a baccalaureate degree.

The time required to complete degree requirements depends on the number of credits already established prior to enrolling in the program and the number of courses taken each semester.

Liberal Education courses may be taken while taking nursing courses.

*It is recommended that students complete most of their liberal education classes prior to starting the nursing courses. Taking a Statistics course prior to or as soon as possible is advantageous to progress with nursing courses. If all general education requirements are met and the student takes 3 nursing courses per semester, students can complete the program in as little as 12 months.

COSTS

RN to BSN Program	Partner Organization Tuition Rate (Discount)	Non-Partner Organization Tuition Rate (No Discount)
Nursing Courses (NSG)	\$198 per credit hour	\$220 per credit hour
Non-Nursing Courses	\$315 per credit hour	\$350 per credit hour

Partner Organizations: Duke University Health System, NC Department of Public Safety (Prison Systems), Randolph Health, WakeMed Health & Hospitals, Wake Technical Community College, UNC Rex Hospital, and UNC Physicians Network

Comprehensive fee: \$45 per semester

Admission deposit: Upon admission to the RN to BSN Program, the student will pay a \$50 non-refundable deposit. The deposit is applied to first semester tuition.

Textbooks: The cost for textbooks for the RN to BSN Program is approximately \$800. Textbooks can also be rented from the WPU bookstore at a discounted rate.

Potential Miscellaneous costs/fees: CastleBranch fee, drug screen, background check, immunizations, clinical rotation management, etc.

FINANCIAL AID

Students interested in using financial aid for assistance in paying for the program should complete a FAFSA (Free Application for Federal Student Aid) for the designated academic year by visiting <https://studentaid.gov/h/apply-for-aid/fafsa>.

Students should visit the WPU Financial Aid webpage for additional information <https://www.peace.edu/admissions-aid/costs-scholarships-financial-aid/scholarships-and-awards/how-to-apply-for-financial-aid/> or they can contact the Financial Aid office via email finaid@peace.edu or phone 919-508-2394.

Lynn Kendrick Erdman '75 Nursing Scholarship

This \$1000 scholarship (\$500 in the Fall semester and \$500 in the Spring semester) is awarded annually. An application is sent to all nursing students in August to apply for the scholarship and the deadline to apply is in October. Students must complete the application, be in good academic standing, write an essay, and get a letter of recommendation (from a person external to WPU) to apply for the scholarship. An independent group at WPU decides on the awardee based on the essay and any supporting documents submitted by the applicant.

ACADEMIC SUPPORT SERVICES

Academic support services are available for students in both the online and hybrid versions of the RN to BSN Program. Services include the Center for Student Success, which houses the Tutoring Center; Academic Advising; Library Services; Career Development Services; and Distance Learning and Technology Support. Students should login at MyPacerNet for more details and to access these services.

ACADEMIC SUCCESS COACH/ADVISING

The SPS Academic Success Coach serves as the academic advisor for students in the RN to BSN program. The SPS Academic Success Coach will assist each student through the admission process and with advising throughout the whole program. **The ultimate responsibility for choosing classes, dropping classes, and meeting curriculum and graduation requirements rests with the student, not the Academic Coach.**

SPS Academic Success Coach

Mrs. Jessica Waddell

Email: jowaddell@peace.edu

Office phone: 919-508-2039

RETENTION POLICY

Students are permitted to take breaks while in the RN to BSN program. A student who wants to take a break from taking courses in the program should contact the SPS Academic Success Coach to complete a Continuous Enrollment Form (CEN) and to discuss the impacts the break may have on the student’s progression in the program. Nursing courses (those with a prefix of “NSG”) that have been previously completed with a “C” or higher are valid for 5-years. Nursing courses will have to be repeated if a student has been out of the program for more than 5-years. Students must complete the RN to BSN Program within 7-years. WPU is not responsible for students failing to complete the program in the number of years required for employment contract purposes.

RN TO BSN COURSE CREDITS-PROGRAM SEQUENCE

Associate Degree Nursing Credits/General Education Courses

<i>ADN Degree Nursing Courses</i>	
30 credits	ADN Degree

<i>ADN General Education Courses</i>	
ENG 111 (3 credits)	ADN Degree
ENG 112 (3 credits)	ADN Degree
BIO 168 A&P I (4 credits)	ADN Degree
BIO 168 A&P 2 (4 credits)	ADN Degree
PSY 150 (3 credits)	ADN Degree
PSY 241 (3 credits)	ADN Degree
HUM/FA (3 credits)	ADN Degree
CREDITS: 23	

WPU Liberal/General Education Courses

<i>Liberal/General Education Courses</i>	
Science, Math, or Other Elective Courses (16 credits)	Transfer from Community College or WPU
ENG 200 Literature Course (3 credits)	See WPU list or

	Community College Articulation Agreement
ENG 314 Professional Writing (3 credits)	WPU Course
COM 101 Public Speaking (3 credits)	WPU course or Community College Articulation Agreement
HIS or PSC course (3 credits)	WPU list or Community College Articulation Agreement
MAT 201 Statistics (3 credits)	WPU course or MAT 152 Community college course
Critical Thinking Courses (6 credits)	WPU list or Community College Articulation Agreement
CREDITS: 37	

TOTAL GENERAL EDUCATION CREDITS: 90

WPU RN to BSN Program Nursing Courses

Name	Credit Hours
NSG 300: Professional Role Transition	3
NSG 301: Health Assessment/Lab Component	3
NSG 303: Healthcare Informatics	3
NSG 310: Research and Evidence-Based Practice/Clinical Component* (Statistics Prerequisite)	4
NSG 325: Culture and Health**	3
NSG 402: Community Health/Clinical Component*	4
NSG 405: Healthcare Management & Quality	3
NSG 410: Nursing Leadership and Management/Clinical Component*	4
NSG 425: Nursing Ethics	3
Total Credit Hours for BSN Nursing Courses	30
Discretionary courses	
NSG 392/492: Directed Study	1 to 3
NSG 395/495: Special Topics	1 to 3
NSG 499: Independent Research	1 to 3

All NSG courses are online and 7-weeks in length unless designated by an asterisk (). These courses are 14-weeks long and have an option to meet in person (hybrid format).*

***Non-WPU students may take this course. See the Department Chair for more information.*

TOTAL RN TO BSN PROGRAM CREDITS=120

See WPU CATALOG for COURSE DESCRIPTIONS

PLANNED COURSE OFFERINGS

*Courses may be offered at different semesters than those listed at the discretion of the Department Chair.

7-week Classes:	
NSG 300	Fall & Summer
NSG 301	Fall & Summer
NSG 303	Spring & Summer
NSG 325	Spring & Summer
NSG 405	Spring & Summer
NSG 425	Spring & Summer
14-week Classes:	
NSG 310	Fall & Spring
NSG 402	Spring & Fall
NSG 410	Fall & Summer

ACADEMIC PROGRESSION POLICY

Students must earn a grade of “C” or better in all nursing courses to progress. For courses that have lab or clinical components, all clinical hours must be completed and passing grades (above 70%) must be received on all clinical work.

DEGREE COMPLETION POLICY

An overall grade point average of 2.0 or better is required to graduate.

GRADING SCALE FOR NURSING COURSES

90-100 = A
80-89 = B
70-79 = C
60-69 = D
50-59 = F

LEARNING ENVIRONMENT

WPU offers a fully online program or a hybrid program. For both the online and hybrid programs, students are expected to participate weekly in course work.

Online courses: WPU uses Moodle as the learning management system. Moodle is accessible on the University page: <https://mypacernet.peace.edu/student/Pages/default.aspx> or <https://lms.peace.edu/login/index.php>.

Hybrid: In-person sessions are available for three of the NSG courses in the program. Students may choose the hybrid course if desired. When enrolled in a hybrid course, class will be on Thursdays in the late afternoon or evening. Classrooms are used at WPU, WakeMed Hospital, or Rex Hospital. All class locations are centrally located in Raleigh. The number of times the class meets during the semester varies per course (approximately 3-7 times). When an in-person class is scheduled, students should notify the course instructor prior to the class session if they are not able to attend or to request attendance virtually (if this is an option). Students who do not notify the course instructor and are absent from class will be counted as a “No call, no show” and may be subjected to disciplinary action.

REQUIRED TEXTS/READINGS/REFERENCES

Each NSG course has a specific textbook(s) which are required to be used. Course textbooks can be found on the WPU Bookstore website, in Moodle, or from the instructor. Textbooks may be purchased or rented from the WPU bookstore. Students may get textbooks from other places/sources as long as they are the same as the required textbooks.

MINIMUM TECHNOLOGY REQUIREMENTS

It is the student’s responsibility to ensure access to a computer and up to date technology/software as well as a high-speed internet connection, whether remote or on campus at any of the various computer labs. Other online resources, such as Shadow Health, may be required to be used while in the program.

MINIMUM TECHNICAL SKILLS

It is the student’s responsibility to be familiar with and achieve proficient skill in navigating the course and common computer application software such as Microsoft Office products. Written assignments are to be submitted using MS Office products such as MS Word, MS Excel, MS PowerPoint, MS Publisher etc.

STUDENT ID CARDS

An ID is required if attending classes on off-campus sites and to wear during clinical hours at clinical facilities. An ID card can be obtained from the Public Safety Officer in the Main campus building during the orientation session or at any time.

STUDENT-FACULTY COMMUNICATIONS

The process for addressing issues in any course is that the student will contact the faculty of the course first to discuss the issue. If the issue cannot be resolved at this level, the student is to contact the Academic Success Coach to discuss other solutions. If further resolution is needed, the Academic Success Coach will determine which route is appropriate to follow.

LATE WORK POLICY

If the student needs to submit late work, the course instructor must be notified before the assignment due date. Unless prior arrangements are made, assignments submitted after the due

date will be subject to a 10% per day penalty with a maximum point deduction of 50%. After 5 days, no submissions will be accepted, and the student will earn a grade of 0 on the assignment.

The course instructor retains the right to modify this policy based on extenuating or other circumstances as deemed appropriate.

ACADEMIC INTEGRITY

The RN to BSN program supports William Peace University as it seeks to develop both the intellect and character of its students. All members of the University are expected to promote a culture of academic integrity, and all students are expected to inform themselves of the University's policies and procedures related to the Honor Code.

All forms of academic misconduct are violations of the University's Honor Code. These include, but are not limited to:

- Cheating: Using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.)
- Plagiarism: Representing the words or ideas of another as one's own in any academic work, whether intentional or not
- Falsification: Falsifying or inventing any information or citation in academic work
- Facilitating academic dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty
- Lying: Misrepresenting information that is relevant to the classroom or academic performance

If a faculty member suspects academic misconduct has taken place, s/he will complete an Honor Code Violation Report and meet with the student to discuss. A student may accept or decline to accept responsibility. If a student accepts responsibility, s/he will be subject to the penalty determined by the faculty member. If a student declines to admit responsibility, the case will be turned over the Honor Board for adjudication. A complete summary of the Honor Code and Honor Board policy can be found in the current Academic Catalog.

If an RN to BSN student suspects or is aware of cheating or dishonesty in coursework, they should report it using this anonymous feedback/reporting form:

<https://www.surveymonkey.com/r/5NRJHQT>. This link has also been posted in the School of Professional Studies Student Lounge Moodle page.

The purpose of this form is to provide students or other relevant parties a place to report concerns with the program, administration, faculty, or other students anonymously. The Nursing Leadership team or other university officials will review your report. The course of action as a result of your report may vary, including no action taken. No identifying information will be collected from students when they submit a report.

CLINICAL

Three NSG courses have a clinical component: NSG 310 Research & Evidence-Based Practice; NSG 402 Community Health; and NSG 410 Nursing Leadership & Management. The clinical hours for each course include direct and indirect care.

Direct care refers to nursing care activities provided at the point of care to patients or working with other healthcare providers that are intended to achieve specific health goals or achieve selected health outcomes. Direct care may be provided in a wide range of settings, including long term care, home health, community-based settings, and education settings.

Indirect care refers to nursing decisions, actions, or interventions that are provided through or on behalf of patients. These decisions or interventions create the conditions under which nursing care or self-care may occur. Nurses might use administrative decisions, population or aggregate health planning, or policy development to affect health outcomes in this way.

Definitions from the American Association of Colleges of Nursing (2012) White Paper: *Expectations for Practice Experiences in the RN to Baccalaureate Curriculum*. Retrieved from <https://www.aacnnursing.org/Portals/42/News/White-Papers/RN-BSN-Expectations-White-Paper.pdf>

Forty-two (42) clinical hours are required for each of these three courses, for a total of 126 clinical hours for the program.

Students may complete clinical hours at their place of employment depending on the objectives and the place of employment. Some clinical sites/employers allow students to select their own preceptor and others require the Department Chair request the preceptor.

The preceptor must have a BSN degree or higher and experience, which will be recorded on the Preceptor-Student Agreement and evaluated by the course instructor. The preceptor cannot be the student's immediate supervisor or on the student's "home" working unit, unless approved by the department chair or course instructor. Once assigned, the Preceptor will sign a Preceptor-Student Agreement Form no later than the first two weeks of the course.

At the end of the course, the student will evaluate their preceptor using the Student Evaluation of Preceptor form. The form will be submitted to the course instructor, who will evaluate the preceptor for future use.

Students should verify clinical requirements/plans with the Department Chair first!

Students are required to meet the requirements of the clinical facility to which they are assigned. Students who are employees of the clinical facility may be required to complete paperwork in order to complete hours in the BSN student role. Requirements include, but are not limited to:

- Consortium for Clinical Education & Practice Core Orientation PowerPoint Presentation and Certificate of Completion
- Consortium for Clinical Education & Practice Core Passport Credentialing Form
- Criminal background check
- Urine drug screen
- Current AHA BLS Provider CPR certification
- Required immunizations/titers and TB skin test screening
 - o Important: COVID-19 vaccination or testing may be required by clinical agencies. WPU will follow all guidelines and requirements provided by the clinical sites for COVID-19, which means that students in the RN to BSN program may be required to be vaccinated for COVID-19 in order to participate in clinical.
- Health insurance
- Certificate of Insurance (provided by WPU directly to clinical agency when requested)

*Failure to complete the clinical hours and obtaining passing grades (70% or higher) for the associated assignments will result in an “F” grade for the NSG course.

IMPORTANT:

- Students need to communicate with the RN to BSN Department Chair **a semester in advance** that they will **be registering for a clinical course** to ensure a preceptor can be secured.
- All clinical compliance documents **must be completed 7 weeks** in advance of starting a clinical course for those students who need it.
- WPU student identification **must** be worn at clinical sites.

Clinical Evaluation

The Preceptor will provide feedback to the course instructor regarding the student’s performance at clinical and if the student is meeting the clinical objectives. The Course Instructor/Faculty member is responsible for evaluating the clinical practice experiences and the student, both at clinical and in relation to the clinical objectives/learning outcomes. If a Preceptor reports concerns regarding the student’s clinical performance, including but not limited to, professional behaviors, safety, confidentiality, or nursing skills, to the course instructor or Department Chair, the student may be placed on an Action Plan for Improvement. Some concerns of safety or professional behavior violations may result in immediate dismissal from the program, specifically if the clinical site states the student can no longer go to clinical at the site.

Students who do not meet the clinical objectives or who fail to complete the clinical hours or clinical assignments required will receive an “F” for the course.

Clinical Grievance

If a student wishes to appeal an Unsatisfactory evaluation or dismissal from the clinical setting due to a performance issue, the following steps must be followed:

1. The student should speak with the Course Instructor first, within five (5) business days of the decision to be removed from the clinical setting. Students should not contact the preceptor or anyone at the clinical site to discuss the issue/clinical dismissal.

2. In the event that the issue is not resolved with the Course Instructor, the student should contact the RN to BSN Department Chair within five (5) business days after the meeting with the Course Instructor. The RN to BSN Department Chair will arrange for a meeting with the student within five (5) business days to review the appeal and its supporting evidence, consult with the Course Instructor, and attempt to resolve the issue.
3. If the issue is not resolved, the student will send a request (in writing and within five [5] business days) to the RN to BSN Department Chair for a review of the issue by the SPS Executive Director and the Vice President for Academic Affairs (VPAA). The written request will be considered a formal complaint. The Executive Director and VPAA will reach an agreement in regard to the issue within five (5) business days and the decision will be communicated to the student. The decision of the SPS Executive Director and the VPAA will be final, and no further appeals will be permitted.

CONFIDENTIALITY

It is the expectation of William Peace University RN to BSN Program that all nursing students will respect and preserve the privacy, confidentiality and security of confidential information in clinical settings. It is also the expectation that all nursing students will sign and abide by the Confidentiality document of the clinical setting.

GRIEVANCE PROCEDURE

William Peace University recognizes the need to have procedures in place to address and respond to concerns raised by students. William Peace University believes the ideal community is one marked by mutual respect and a spirit of collegiality.

When a student has a complaint or concern about a given class or instructor, ideally the student should discuss the situation with the instructor or object of concern/complaint first. If that conversation is not satisfactory, the student can next go to the RN to BSN Department Chair, followed by the Executive Director of the School of Professional Studies. If that conversation is not satisfactory, the complaint can be heard by the Associate Vice President of Academic Affairs.

This procedure is outlined in the section on “Grade Appeals” in the Academic Catalog (page 188). Students should follow the WPU Grade Appeals Policy found in the College Catalog if the student has a concern about the course; or believes that the grade received in the NSG course was assigned due to a calculation error or not supported by the policy and procedure distributed in the course syllabus while in the RN to BSN Program.

A Formal Grievance/Complaint is defined as “a complaint (which is received in writing) by a WPU student involving an alleged misapplication or violation of any College policy or procedure that adversely impacts the student, or any other dispute within the College that directly impacts the student in adverse manners. A Grievance may include, but is not limited to, complaints alleging (a) mistreatment by a College employee, (b) errors in the assessment of fees or other financial obligations, (c) registration errors, (d) loss of financial aid eligibility, and/or (e)

student housing issues. A student is an individual who is matriculated or otherwise enrolled to attend class full or part-time at WPU.”

WPU Student Grievance Form (located in MyPacerNet). Retrieved from <https://docs.google.com/a/peace.edu/forms/d/e/1FAIpQLSe60X8mmFOSZvDcDfleqlDG173YQ88FjPbZxTU8Ywbg2P456A/viewform>

COMMUNITY SERVICE

Students in the RN to BSN program are encouraged to participate in community service activities. These activities can be with the University, in the Raleigh area, or in a local region/community for the student.

PINNING CEREMONY

A Pinning Ceremony will be held for the RN to BSN program graduates upon completion of the program. The RN to BSN program may have graduates (and therefore Pinning Ceremonies) in May, August, and December, however, if there are two or less students graduating in a specific month, the Department Chair may invite these students to attend a Pinning Ceremony before or after their completion date. Graduates will be informed of the date in advance (determined by the Nursing Leadership Team) and will be provided a PDF invitation to send to family and friends. Guests may be limited due to space limitations. Students will be provided a WPU BSN Pin during the Pinning Ceremony. Graduates who are unable to attend the Pinning Ceremony may request to have the pin mailed to them.